

Metropolitan Police Academy



2.1 Roll Call

Introduction

As a police officer, roll call is one of the most important parts of your shift. The roll call official utilizes this time to disseminate vital information for you to function as an effective patrol officer. You will be given your assignment for the shift. Additional information presented during roll call includes crime trend statistics, “Be on the Lookouts” (BOLOS), newly released teletypes, officer safety issues, and mandatory training on various issues deemed important to the Chief of Police.

2.1.1 Define the fundamental components of roll call

While at the Academy, there is information that you need prior to the beginning of every shift. The **daily broadcast** is posted every morning throughout the Academy for you to copy down. The daily broadcast lets you know name of the Watch Commander, the code word, and the uniform of the day.

Your day then begins with morning formation where we ensure everyone has reported for duty and a uniform and equipment inspection is conducted. After you graduate from the Academy, these same actions still need to be accomplished prior to the beginning of every shift. Instead of morning formation, though, your shift will begin with roll call.

Roll Call

Roll call is the briefing conducted by an official, usually a sergeant, prior to beginning your shift for the day. Roll call sets the tone for your shift and ensures that you have all the necessary information and equipment for the day. The primary purpose of roll call is to pass along vital information to oncoming members.

The Roll Call Sergeant will inform everyone of:

1. the code word for the day
2. the name of the Watch Commander
3. the name of the Check-off Official
4. the members who are assigned specialized equipment
5. members’ call signs and vehicle assignments
6. relevant information from the 24-Hour Crime Report
7. daily roll call training
8. areas that need special attention and or command objectives

The **code word** is issued each night by the Joint Strategic and Tactical Analysis Command Center (JSTACC) and is used to obtain information that is restricted to law enforcement officers. Possession of the code word will verify that you are a police officer in circumstances like talking over the phone where there is no way to visually verify your identity.

The **Watch Commander** is the official, usually a lieutenant or captain that is in charge of supervising a particular shift. There will be times you will need to notify the Watch Commander of certain information or obtain his or her approval prior to taking a particular action.

The **Check-off Official**, usually a sergeant, is the official who coordinates check-off at the end of the shift. He or she will make sure everyone is accounted for, collect vehicle keys, and ensure that officers on assignments like protecting crime scenes or hospital details get relieved so they can go home.

Field Notebook

Just as you record the daily broadcast information in your notebook here at the Academy, you will record all of the information presented at roll call in your notebook at the districts.

Business Cards

Once you are assigned to a district, you will be issued business cards by the department. MPD officers are required to identify themselves by name and badge number to any person who asks for such information, and to provide it in writing upon request. To that end, the department will provide you with official business cards to facilitate this identification. Additionally, when you take a police report for a complainant, you will need to provide him or her with the report numbers, and the business cards have a spot for you to write those numbers in.

Call Signs

For safety reasons and simplicity, you are not called by your name over the radio but instead by your call sign. Your call sign will be your radio identifier for that shift and generally reflects your assignment for the shift. Keep in mind that your call sign is issued at the discretion of your official and can vary on a daily basis, along with your assignment or area of concentration. Call signs are based on the standardized list which is available on the MPD intranet page. You might also be assigned to carry a special piece of equipment (like an Automated External Defibrillator or a breaching pack) at the roll call sergeant's discretion. HSB/JSTACC works to ensure call signs are issued in a standardized manner, and the list breaks down the call signs that should be used from the COP to the officer level. See: revised **GO 302.01**.

JSTACC Report

After giving out assignments, the official conducting roll call will review the JSTACC. This report consolidates information from all districts for a 24-hour period. The *JSTACC Report* includes information on violent crimes, unusual incidents, suspicious packages, and gun recoveries, as well as any injuries sustained by a member of the department. This report is submitted to the Chief of Police and made available to every member via the departmental intranet home page.

Summary of DC Crimes Report (PD 93)

The *Summary of DC Crimes Report* (PD 93) is district specific and contains all crimes committed in a certain district in the last 24 hours. This will be read at roll call in conjunction with the *JSTACC Report*. The *JSTACC Report* will be used to brief you on events across the city, and the *Summary of DC Crimes Report* will give you the details from your district.

Teletypes

Teletypes are used to inform you and your fellow officers of policy changes, such as the publication of a new general or executive order, anything of a time sensitive nature such as lookouts in reference to a missing person or criminally relevant material and lookouts for stolen vehicles or wanted persons. Teletypes are also frequently used to announce personnel changes and notify officers and officials of promotions, district transfers, details, or training currently being offered. Teletypes are also utilized to communicate important information with outside law enforcement agencies. Such information includes missing persons, wanted subjects, etc.

Daily Roll Call Training

Before the conclusion of roll call, the sergeant will go over the daily roll call training. The daily roll call training serves to supplement and bolster any mandated training given by the department. Topics covered

by daily roll call training include recent court decisions, new safety concerns, and MPD policy changes that could have a direct impact on how you perform your duties as a police officer.

Uniform and Equipment Inspection

Finally, the roll call sergeant will conduct a uniform and equipment inspection of all the officers working that shift to ensure that they have all of their required equipment and are wearing a complete uniform.

NOTE: You will be provided with a great deal of information every roll call. All of the information is being given to you to make you a more effective patrol officer.

2.1.2 Requirements for field notebook maintenance

Per **General Order 201.26 - Duties, Responsibilities and Conduct of Members of the Department**, your field notebook is where you will document any offenses and incidents brought to your attention. Your field notebook must be on your person at all times during your shift. Prior to entering the roll call room, you must make sure that you have your field notebook as you will need it to write down pertinent information from your roll call.

Things to write in and on your notebook include:

- On the front cover of your notebook, include your full name as well as the date you started using the notebook for the first time.
- Be sure to include a contact number and an address, always being conscious of safety, both of these should be the district or element to which you are assigned and not your personal number or home address. This allows the notebook to be returned if lost or misplaced.
- Be sure to number each page of your notebook. This is done to ensure all pages are accounted for and that vital information is not missing or removed from the notebook, which could cause potential legal issues that will be discussed in a later lesson.
- Only relevant information to the scene should be included in the notebook.

Anything written within your field notebook is permanent. This information cannot be altered or destroyed in any way, including, but not limited to, removing pages from the notebook. It is important that you understand that the field notebook you carry is potentially discoverable material. This can be evidence used during the course of a trial, which means you must, per **General Order 601.02 - Preservation of Potentially Discoverable Material**, keep every notebook for three (3) years from the date on which you make your final entry. The field notebook should be stored in a secure location that is easily accessible to you, as it may be needed in future trials or by other officers in the department to aid in the completion of their reports or possible corrections. If this should come to pass, then you must photocopy the needed pages to keep the field notebook in its original condition.

Be mindful of the fact that your field notebook can be inspected at any time, for any reason, by an official.

The field notebook's most important function is the recording and preserving of information. It must be carried on your person at all times while you are on duty, as you will utilize it to make a note of any offenses or incidents that are brought to your attention. When you are taking notes on the scene of an incident or offense, always keep in mind that you are preserving this information for potential use by attorneys, your officials, and yourself when writing your reports. Examples of the types of information

that may be recorded in your notebook with regards to complainants, defendants, co-defendants, or witnesses are as follows:

- Names and addresses
- Dates of birth
- Phone numbers
- Social Security numbers
- Location of offense
- Any statements given
- Clothing descriptions
- Height and weight
- Central Complaint Numbers (CCNs)
- Tag numbers for stolen automobiles and accidents
- Vehicle Identification Numbers (VIN) for stolen automobiles and crashes
- Insurance Information (name, policy number, expiration date)
- Tow crane number (TCN) to denote the name of the tow company
- Hospital information such as the number of the ambulance or medic that responded to the scene or transported a victim, suspect, or witness, along with the name and address of the hospital to which they were transported
- Directives given by officials

Summary

Roll call is a fundamental part of your shift. During roll call, you will be told your assignment and call sign for the day and given valuable information that will serve to enable you to be a better patrol officer as safely as possible during your tour of duty. Teletypes, *JSTACC Reports*, and *Summary of DC Crime Reports* (PD93) that are read during roll call are information which you must use to go about your upcoming shift in an effective and safe way. Make sure to capture relevant information within your field notebook, remembering that a notebook must be maintained for a minimum of three (3) years from its completion, and the contents within should not be altered.